



Presbytery of the Cascades

Clerk of Session Manual

Prepared by Paul Belz-Templeman, Stated Clerk

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The Seven Duties of the Clerk of Session

1. [Prepare an agenda](#) (also known as a “docket” or “order of business”)
2. [Send out any required notice of meetings](#)
3. [Take Minutes](#)
4. [Maintain required registers, rolls and governing documents](#)
5. [Preserve the records and furnish extracts](#)
6. [Assist with Session Records Review and Statistical Reporting](#)
7. [Notify those elected or appointed for Service and track terms](#)

Introduction

The Clerk of Session plays an essential role in the life of the church. There are seven duties (in some cases I have consolidated similar duties) that a Clerk of Session must address as part of the office.

How did I come up with the duties of the Clerk? I looked to two authorities: Part Two of the Presbyterian Church (U.S.A.) Constitution- the Book of Order and the parliamentary authority found in that Book of Order which is Robert's Rules of Order Newly Revised 78th edition. (hereafter »RONR«). Between the two sources I came up with seven duties. I have included a chapter for each duty, see the list above.

Other Duties as Assigned

At the same time, the session itself can assign other duties to the clerk. It would not surprise me if you have other duties that are not listed here. In such cases, you will need to ask the session for guidance.

The Role of the Presbytery Stated Clerk As the Stated Clerk I have the same seven duties as you do. For duty six replace “Session” with “Presbytery” since I take part in the Synod’s review of Presbytery minutes. I also have plenty of other “duties as assigned” as might be expected since I am a presbytery employee.

One of my other duties is to assist Clerks of Session. Never hesitate to reach out with questions about any duties whether in this manual or assigned by the session. To paraphrase Encyclopedia Brown, “No question is too small.” If you read this Manual and come away confused, do not assume it’s you. Please let me know so that I can rework this manual and make things clear. Others will thank you.



1. Prepare the Agenda for Meetings

The Agenda is also called the “Order of Business” and, particularly in Presbyterian circles, it is often called the “Docket”. For our purposes these terms are interchangeable, and this section is about how to prepare the Agenda/Docket/Order of Business.

The requirement for the clerk to provide the moderator with the agenda is found in RONR 12th edition 47:34 10). To be clear, the clerk prepares a proposed agenda. The agenda is not established until the Session or Congregation acts to approve it.¹

Generally, the Agenda is prepared by the clerk in consultation with the moderator. Then the agenda is often sent out with the meeting notice or reminder.

How to Prepare an Agenda

To prepare an agenda you might first look for the agenda of the previous meeting. This will show what the session expects. If you cannot find a previous agenda or, if you are looking for a “model” agenda, you can find one in RONR. Below I have incorporated Book of Order Requirements into the model agenda from RONR.

- Opening Prayer
- Approval of Minutes
- Reports of Officers, Boards and Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Closing Prayer

To be clear, RONR permits the session and congregation with a lot of latitude in determining the most efficient way to structure the meeting agenda. At the same time, it may be helpful to know that if, for some reason, the session does not vote to adopt the agenda, then RONR states that the model agenda becomes the agenda for the meeting.

More specifically, under reports of Officers, Boards and Committees, the order of those reports is determined by their order as listed in the bylaws. Under Special committees, the order of those reports is determined by the creation date of the committee with the oldest committee going first.

Populating the Agenda As the clerk, it is best to go beyond the bare bones and populate the agenda. An example follows on the next page:

¹ Two exceptions to this rule

1. if the congregation or session puts an order of business in its bylaws, then the agenda is established.
2. If a special meeting is called for one item of business it cannot be modified.



First Presbyterian Church
Session Meeting
August 6, 2024
Agenda

Opening Prayer

Approval of Minutes

Reports

Pastor

Clerk

Treasurer

Building and Grounds

Update on broken sprinkler system

Membership

Motion: schedule New Member social on October 20th with \$300 food budget.

Worship

Unfinished Business

Replace the Oil Furnace with Ductless Heaters (postponed from July).

New Business

Closing Prayer

When populating the agenda, it is wise to go back to the previous minutes and look for items that are mentioned but not “disposed of” or completed. Look for:

- Motions referred to committees- (check to see if the committee will bring the motion back to this meeting for action.
- Motions that were postponed.
- Motions that were laid on the table can be taken from the table at the next meeting provided it occurs within a quarter of the year.
- Motions that were made but the meeting adjourned before they were withdrawn or voted on.
- Discussion items- if an item was discussed but the meeting adjourned before it was decided, you could treat this as informal discussion of a motion. Since most of our sessions operate with [“Small Board Rules”](#), it makes sense to treat many discussed items as “implied motions” and put them on the next meeting agenda if they appear to be implicit motions.



2. Send Out Any Required Notice of Meetings

Notice is a technical term for notifying members of the time and place of a meeting so many days (or weeks or hours) in advance. For instance, If the notice requirement is 10 days and you notify people 7 days before the meeting, the meeting cannot be held. Keep that in mind when you read that notice is not required for a regular or adjourned meeting. If the day before the session meeting you send an email that says, “wow, time flies, we have our monthly session meeting tomorrow night, you have provided commendable “notification” even though you haven’t provided legal notice. You can hold a regular (stated) meeting without “notice” if the meeting follows a regular schedule (e.g. ^{3rd} Wednesday of the Month). If the meeting is monthly but the day changes from month to month then notice is required.

Depending on what your bylaws say, notice may be given orally or in writing. Many congregations require that notice of a congregational meeting be given orally on two successive Sundays (which was the old rule in the Book of Order).

It is helpful to understand the types of meetings:

Congregational meetings (notice REQUIRED for all congregational meetings)

Special (“Called”) session meetings (notice REQUIRED)

Regular (“Stated”) session meetings (no notice requirement)

Adjourned (“Continued”) session meetings (no notice requirement)

Congregational meetings, even the “regular” Annual Congregational Meeting² require notice. In the past, the Book of Order required that notice be given on two successive Sundays. That requirement was changed to the more permissive “Adequate public notice of all congregational meetings shall be given.

Congregations shall provide by their own rule for minimum notification requirements and give notice at regular services of worship prior to the meeting” (G-1.0503). Since Congregations are nonprofit member corporations the notice of meetings must meet or exceed the state requirement:

Washington: “No fewer than 10 and no more than 60 days before the meeting date.”

Oregon: “No fewer than 7 days before the meeting date.”

Regular meetings are those that follow a regular schedule such as “session meets the 3rd Thursday of the month at 6 pm. If the session regularly meets on the 3rd Thursday at 6 pm, notice of the meeting need not be given. At the same time, it is advisable to give some sort of notice or reminder for regular meetings.

Adjourned meetings also do not require notice. An adjourned meeting is somewhat rare- essentially, the meeting is stopped and then resumed at a later time. Suppose it is getting late, it is 10:15 pm and the session meeting is nowhere near completion. A motion could be made to “fix the time to which to adjourn to tomorrow at 6 pm.” This means that the “session” will have two connected meetings- one tonight and the other tomorrow night. In this case it would be helpful to notify absent members to let them know that the meeting continues the next night at 6 pm.

² The meeting may be regular if for example the Bylaws state that the annual congregational meeting is always held on the third Sunday in January. Nevertheless, the Book of Order and State Law require notice of all congregational meetings.



Notice Example:

From: Polly T <clerksessions@kmail.org>

Sent: Thursday, September 12, 2024 4:24 PM

To: Paul Belz-Templeman <paul@potc.org>; Rachel <rachel@email.com>

Subject: Special Session Meeting September 15th after Worship

Dear Elders,

A special meeting of Session has been called by the moderator in order to receive new members. The meeting will be held on Sunday, September 15th, 2024, 15 minutes after the conclusion of worship at the table near the Fire Extinguisher in the Fellowship Hall.

Respectfully,

Polly Tikal
Clerk of Session



3. Minutes

The clerk is responsible for taking the minutes. If the clerk is absent, the first item of business after calling the meeting to order is to elect a temporary clerk. The minutes are a record of what was done, not what was said. Clerks often “make unneeded work for themselves by putting far more into the minutes than is required or appropriate. The most frequent mistakes are trying to summarize the reports offered and arguments made in debate and including all the amendments and other secondary motions.”³

It is important to record in the minutes the text of the main motion when it was voted on. It is useful to indicate that motions were discussed or amended. For example: “After discussion and amendment the motion to hold the church picnic on July 6th was adopted.” You don’t need to state what the amendments were unless the motion is postponed, laid on the table or referred to a committee and won’t come back until the next meeting in which case you include amendments that were pending when the motion was referred, postponed or laid on the table.

Sometimes the session or congregation will want to incorporate the reasons an action was taken. The clerk should be careful about attributing reasons spoken in debate which may not be agreeable to all who voted in the affirmative. If the session wants to include reasons with the motion they can do so when approving the minutes or, better, the motion can take the form of a resolution with the reasons provided in the preamble (the “Whereases”):

Sample Resolution

After discussion, the session adopted the following resolution:

Whereas, The session wants to encourage students to attend summer camp, promote fellowship among the churches in this community, and provide activities that prevent teen delinquency;

Resolved That the session creates a scholarship fund for students who wish to attend the city-wide church camp.

The clerk signs the minutes after preparing them (before approval). The older practice of having the moderator also sign the minutes is no longer mandated by the Book of Order; The session can always insist upon it or your bylaws may require it. Minutes are signed when completed, before adoption. When the minutes are approved, the word “Approved” with the clerk’s initials and the date, should be written below them.

Approving Minutes

Minutes should be approved within a quarter. This is ordinarily not a problem with session minutes. Congregational Minutes should be approved by the Session if the congregation will not meet again within a quarter. Since minutes approval is normally a right of the body that met, the approval of congregational minutes should be placed in the bylaws (a one time fix) or a motion adopted at each congregational meeting to authorize session to approve the minutes.

A sample set of minutes, which tries to incorporate a variety of motions that may be useful as models is found in [Appendix 3](#).

³ Henry M. Robert III et.al., RONR Newly Revised in Brief 3rd ed. (New York, NY, Hachette, 2020) 148.



4. Rolls, Registers & Governing Documents

In addition to keeping the minutes, the clerk is responsible for maintaining the Registers, Rolls and Governing Documents.

Rolls: The Church rolls are a permanent record of who has been a member of the church. The Church rolls indicate:

- the name of the member
- the date they became a member
- how they became a member
- when their membership ended
- how their membership ended

There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403.

G-1.0401 Baptized Members – A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Record the name, date of baptism (if known), church where Sacrament of Baptism occurred. Names should be removed from this roll when profession of faith is made, or when the person moves from the community.

G-1.0402 Active Members – An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. Record name, date received into membership, and method of reception. Record date of removal from the particular role and whether by death, transfer to another church, determination by the session, or renunciation of jurisdiction.

G-1.0403 Affiliate Members – An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.

Inactive Roll- The decision on whether or not to maintain an "inactive" member roll is now up to the session. "Inactive members" were eliminated in the 2013 revision of the Book of Order. Provisions for removing persons no longer active are provided in G-3.0204a.

Removing members- The session shall delete* names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation



of jurisdiction. The session may delete names from the roll of the congregation when a member so requests or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. G-3.0204a

*Deleting names does not mean erasing the name from the Roll book. A strikethrough may be used or another way of indicating that the person has been removed. The rolls also indicate the nature of the “deletion”- death, transfer, or renunciation of jurisdiction (aka “I quit”).

Registers: The number of registers required by the Book of Order is less than it was 15 years ago. The number of Registers required by the session may be more but not less than those required by the Book of Order. Here are the registers required by the Book of Order:

- Baptisms
- Elders and Deacons (including at least the date of ordination)
- Installed Pastors with dates of service

There are Roll and Register books and paper available from Cokesbury [here](#).

Transfers: When people transfer between churches, coordinating and communicating the transfer is the duty of the clerk of session. Please note that in many denominations, the idea of a transfer does not carry much weight, and the other church may not initiate or respond when a member desires to transfer membership.

Membership transfer letters can be found in [Appendix 1](#) [click link to go there]

Electronic Records:

From the 19th century until today, congregations kept membership information in bound, purpose-built volumes.

Today's congregations may opt for software to manage both the vital information and routine business associated with individual members. These membership management applications may hold contact information like addresses, phone numbers, and emails as well as giving history. In some cases, they also include personally identifiable information (PII) like birth dates, social security numbers, or bank account numbers. This information should be kept confidential and separate from report that constitute rolls and registers.

If your congregation is using membership management software, commit vital membership information like baptisms, marriages, and deaths to a dedicated register and make sure it is backed up. Also, be sure you can export the data so that it will not need to be reconstructed when your system moves to a new version or when you move to a new system. Some congregations print out their rolls and registers annually as a way of preserving the records.

Governing Documents: The Articles of Incorporation, Bylaws, Session Manuals, Policies and any Standing or Special Rules (less common) are important records to preserve.



Articles of Incorporation can be obtained from the Secretary of State.

Bylaws Locate the bylaws and make sure that they are preserved and accessible. If you cannot find your bylaws contact the presbytery to see if the presbytery has a copy. It is always better to locate or reconstitute bylaws before the tax assessor or some other entity asks for them.

Policies The session is required to have Sexual Misconduct, Child and Youth Protection, Harassment and Antiracism Policies. There may be other policies regarding the counting of money, approving and paying expenses and for the management of personnel.

Manual of Operations The Manual of Operations at a minimum contains the Bylaws. The session may also have rules for its own operation.



5. Preserving the Records

The preservation of records related to the Session, its committees, the Congregation, and its boards is also a responsibility of the Clerk.

When the Presbytery or a commission of Presbytery requests records, it is your responsibility to furnish the pertinent extracts. In that case you may make copies or reproduce the relevant sections.

The following section is based on paper records. The preservation of digital records is a newer topic and best practices are still being developed.

Minutes, rolls and registers are the most important records. This is because minutes relate the mission and actions of the church to itself and to society at large, while rolls and registers contain vital information about the individuals who make up the church—chief among these are records of baptisms, ruling elders and deacons and of installed pastors. For that reason, minutes, rolls and registers must be retained permanently.

Additional records created in the course routine business—like budgets, audits, annual reports and manuals—are also important and must be retained permanently. Often, though, these records are included in the minutes and retained permanently with them.

Records should be stored at the church. Use acid free paper. At one time people were instructed to put the paper in plastic sheet protectors- however the cheap plastic covers are harmful to the records, and it is best to not use sheet protectors. A fireproof safe or filing cabinet is recommended if they are kept on site. A safe place to store records while maintaining ownership of them is the Presbyterian Historical Society (PHS). PHS also has a digitization service- they will digitize your permanent records (for a price) and store the hard copies. You can use their service or do it yourself or not do it at all. The session retains ownership of the records stored at PHS and you can request them shipped back if you have need of them later on or ask the PHS staff to research your records to find what you are looking for and send you scans of excerpts.

More information on preserving records from the Presbyterian Historical Society can be found here:

<https://www.history.pcusa.org/services/records-management/records-congregations-and-mid-councils>

Of special note on the webpage is a suggested [Retention Schedule](#) for congregations which may also be helpful for the Treasurer, Financial Secretary or employees responsible for preserving financial records.



6. Session Records Review and Statistical Reporting

Records Review The Book of Order requires the Presbytery to review the records of all of its sessions to determine “whether the proceedings have been correctly recorded, have been in accordance with this [PC(USA)] Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church” G-3.0108.

The Session Records Review normally takes place in the fall. Each clerk submits their churches records and reviews the records of another clerk. Information on the Records review is sent out in late summer. The records reviewed are the minutes, rolls and registers maintained by the session.

[The criteria used for the records review are found in Appendix 2.](#) [click link to go there]

Statistical Reporting In December you will receive instructions on how to complete the annual statistical report. Here are some things to know about the statistical report:

1. It is due in early to mid-February so you do not have a lot of time to complete it since the numbers you enter cannot be finalized until after December 31.
2. It requires approval by session- you may be hard pressed to have the work done and then have it approved at a session meeting. For many congregations, the best option is to create an “Administrative Commission” to approve the report on behalf of the session (an administrative commission has the authority of session on delegated matters). The administrative commission requires a minimum of 2 elders and a minister or CRE⁴. So, the clerk, another elder and the pastor can constitute the administrative commission. Please note that the quorum for the administrative commission with 3 members is 2.
3. The report will ask for statistics for which the clerk may not have ready accessible- financial, youth involvement and congregational demographics. The clerk will most likely need to request information from others.
4. The statistical report can change from year to year. Instructions and training will be provided in December and January for the statistical report. The questions asked for the 2023 Statistical Report are [found here](#).
5. The data entered need not be perfect. The information is used to keep track of trends and much is expected to be subjective. For instance, some of the information requested can be difficult to obtain accurately (such as ages of members) some churches have set up tables where they guess the age of members and then revise those ages by a year each statistical report so that they have some consistency. That is not required but may help with creating trends.

⁴ “A commission of the session shall be composed of at least two ruling elders, and a minister of the Word and Sacrament in an installed or temporary relationship with the congregation governed by that session or a commissioned pastor (also known as a commissioned ruling elder)” G-3.0109 b 11th paragraph.



7. Notifying those elected or appointed for Service & track

According to RONR 47:33 5) the clerk is responsible to “notify officers, committee members, and delegates of their election or appointment...” This is especially important when a person is not in attendance at the meeting where elected. The appointment of a committee member could take place at a session meeting where a special committee is appointed to consider a matter. As the clerk, you are responsible for ensuring that those appointed or elected are notified so that they can take on their duties.

Additionally, as clerk you should track committees, that is, have on hand at meetings a list of all existing committees and their membership.



Appendix 1

1. Request from Receiving Session
2. Response from Dismissing Session
3. Letter from Session when member moves & intends to Transfer
4. Response from Receiving Session

Request from Receiving Session

[Inside Addresses]

Dear [Name if Known], /To Whom it May Concern:

NAME[S] have met with our session and expressed their desire to unite with CHURCH NAME by letter of transfer from your church. Will you please issue the necessary transfer paper at your earliest convenience? Thank you.

Sincerely yours,
YOUR NAME
Clerk of Session

Response from Dismissing Session

[Inside Addresses]

Dear NAME OF CLERK OF SESSION,

On DATE the session acted to dismiss NAME(S) in order that may be received into membership by NAME OF OTHER CHURCH.

NAME was ordained as a DEACON/RULING ELDER on DATE. We will miss NAME(S).

[Their child NAME was baptized on DATE]

Sincerely yours,
[your name]
Clerk of Session



Letter from Session when Member is moving or otherwise intending to transfer to another congregation

[Inside Addresses]

Dear [Name of Clerk of Session],

This is to certify that NAME(S) is/are in good standing and have requested dismissal so that they may join [NAME OF OTHER CHURCH]. The session granted this request on DATE. When they are received into your membership they will be removed from our rolls.

NAME(S) were ordained as RULING ELDER/DEACON on DATE

[Their child NAME was baptized on DATE]

Please respond indicating when NAME[S] has/have been received so that we can update our records.

Sincerely yours,
[YOUR NAME]
Clerk of Session

Response by Receiving Church

[Inside Addresses]

Dear [Name of Clerk],

This is to certify that on DATE the session of NAME OF CHURCH acted to receive NAMES into membership.

Sincerely Yours,
[Your Name]
Clerk of Session

[\[Click to go back to Transfers in Manual\]](#)

**Appendix 2****Session Record Review Checklist**

Please fill this out as you prepare your minutes for review to help facilitate the review process **for your partner church.**

For each Session Meeting Minutes were these noted?**YES****NO**

1.	Location of Meeting (if different than regular meeting site)		
2.	Date and time of meetings		
3.	Names of person moderating, the clerk and elders present/(absent)noted as such		
4.	Type of meeting (stated, called)		
5.	Meeting opened and closed with prayer		
6.	Notation of approval of previous minutes		
7.	Minutes signed by clerk		
8.	Action taken on motions (e.g., passed/defeated/postponed...)		

If yes, note**X for No****Periodically are notations made of/to:****Month/ Page #(s)****or N/A**

9.	Record of Ordination and Installation dates for elders and deacons		
10.	Election of Ruling Elder Commissioners to attend Presbytery and their terms		
11.	Election of Clerk of Session and term (for how long)		
12.	Election of Treasurer and term (for how long)		
13.	Authorization for Communion and/or baptism (Record both authorization and report the completion of the baptism of adults and of infants [including name, parents, date of birth of those baptized])		
14.	Member Transfers: Full name and location of other church, of person, date of transfer		
15.	Examination of newly elected church officers		
16.	Adopted budget		
17.	Acceptance of annual financial review or audit		
18.	Approval of temporary pastor covenant/compensation		
19.	Annual Statistical Report included/appended to minutes		

If yes, note**Or X****Congregation Meeting Minutes****Month/ Page #(s)****for No**

20.	Election of Elders, Deacons (and Trustees)		
21.	Approval of Terms of Call for installed pastoral leadership		
22.	Election of Nominating Committee members		
23.	Minutes signed by clerk		



CHURCH REGISTER & MINUTES RECONCILIATION FOR SESSION RECORD REVIEW

Please verify that all records in the rolls and registers are also found in the minutes and that all records in the minutes have been noted in the rolls and registers.

Name of Church:		
City:		
Dates/ From/To:		Pg. in Minutes
Members received/dismissed:		
Baptisms:		
Necrology:		
Elders/Deacons:		

Use additional sheets as necessary

[Click here to go back to the Manual](#)



Appendix 3 Model Minutes

Session of Northminster Presbyterian Church, Vancouver, Washington

January 15, 2020

Minutes

Sample.Minutes	Notes.on.Minutes
The Session of Northminster Presbyterian Church, Vancouver, Washington, met for its stated meeting at 7 pm on January 15th, 2020 in the Fellowship Hall of the church with the Moderator in the chair and the Clerk of Session present. Sally Jones opened the meeting with prayer. Present at the meeting were Cynthia Larson (Moderator), Paul Belz-Templeman (clerk) Roger Santana, Lisa Stanfield, Miguel Madrigal, Kristen Ng, Sally Jones and Eric Young. The minutes of the December 14th, 2019, meeting were approved as amended. Clerks Report The clerk reported that John Smith died on December 19, 2020. The clerk reported that communion was served on January 2, 2020 and Gabriella Ortiz was baptized on December 22. <u>Email Vote for Roof Repair</u> The action taken by email vote on December 19th, to approve the purchase of a Five Gallons of Roof Goop in order to fix the leak over the narthex for a cost not to exceed \$50, was noted and is recorded here as ratified with no objection. <u>Jones Received into Membership</u> The administrative commission appointed to receive Mark Jones into membership reported that it completed its work and voted affirmatively to receive Mr. Jones and request his transfer from Calvin Presbyterian Church, Alturas, California on January 2nd, 2020. The commission, having completed its task, was discharged with gratitude. Consent Agenda Without objection the following items were adopted in gross on the consent agenda: Serve communion on the first Sunday of the month from February of 2020 through January of 2021.	Kind of meeting (stated), date & time and place noted in first sentence. If clerk is absent: "Roger Santana was elected clerk pro tem for the meeting." Record that meeting opened with prayer. List members attending. You can also list absences and attendance of guests. Or "as distributed". The actual corrections to the minutes need not be listed here. Recording deaths. Recording communion and baptism. An electronic vote can be recorded separately but placing it in the minutes may be cleaner. By law an email vote should be evidenced by all of the emails. By ratifying the vote, the need for preserving emails is eliminated. Commissions must report their decisions made on behalf of session. If the report is long, it can be appended. Here is an example of a consent agenda.



Create an administrative commission consisting of Belz-Templeman, Jones and Larson to review and approve the 2019 statistical reports before submission to the General Assembly. Treasurer's Report The Treasurer reported that giving for December 2018 was \$7,354 in regular contributions and an additional \$465 was received for the Christmas Joy Offering. Expenses for December were \$6,745. Christian Education Report On behalf of the Christian Education committee Sally Jones moved that the session purchase the Radical Faith Bible Study DVDs for use as the Lenten Midweek study for \$1000. After debate, the motion was lost. Worship Committee Report On behalf of the Worship Committee, Kristen Ng moved that a set of handbells be purchased for \$6,000. Lisa Stanfield moved to amend the motion by inserting "not to exceed" before \$6,000. The motion was postponed until the February meeting. Unfinished business The motion to become a charter member of the Shelter Valley Organization for the Common Good during the Spring was taken up after postponement from the December meeting. After discussion and amendment, a counted vote was ordered and the motion was adopted with 6 votes in the affirmative and 2 votes in the negative. New Business Lisa Stanfield gave notice that she will make a motion in February to amend the Kitchen Policy by adding an exception allowing session members to store groceries in the freezer. Pastor's Report Pastor Larson gave the pastor's report. The meeting was adjourned with prayer by Cynthia Larson at 8:45 pm.  Approved February 3, 2020—PBT	All motions, even those that have failed are recorded in minutes. Normally amendments are not recorded in the minutes but here the amendment is recorded so that the session can vote on the amendment and motion at the February meeting since the motion was postponed. Debate and amendments are normally noted parenthetically: "After discussion and amendment..." The results of votes are not recorded unless a ballot is used or a counted vote is requested. Notices of motions should be recorded. With notice the requirement of a 2/3 vote to amend something previously adopted is lifted and only a majority is required to amend the policy. The hour of adjournment is noted as is the closing prayer. Minutes are signed by the clerk. Once approved write/type "Approved with date and clerks initials below the minutes."
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[\[Click here to return to Manual\]](#)